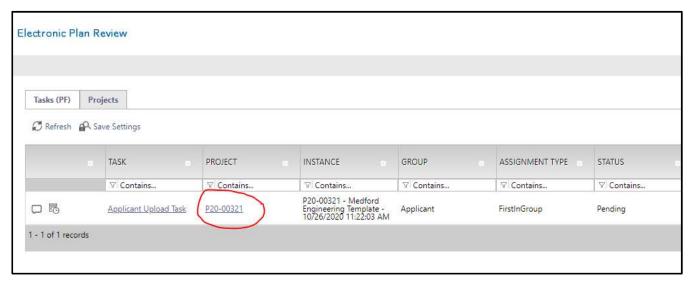
ELECTRONIC PUBLIC IMPROVEMENT PLAN REVIEW APPLICANT'S GUIDE

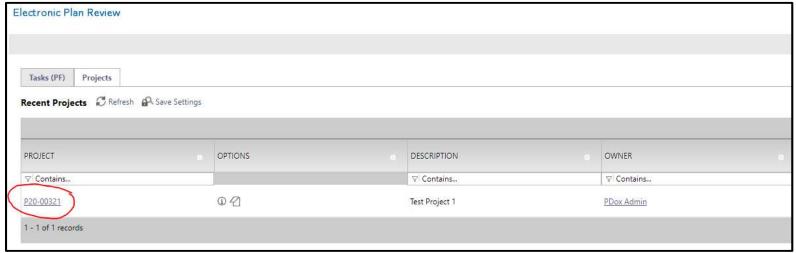
APPENDIX H PROJECTDOX INSTRUCTIONS HOW TO COMPLETE THE "APPLICANT RESUBMIT TASK"

https://planreview.cityofmedford.org/ProjectDox/

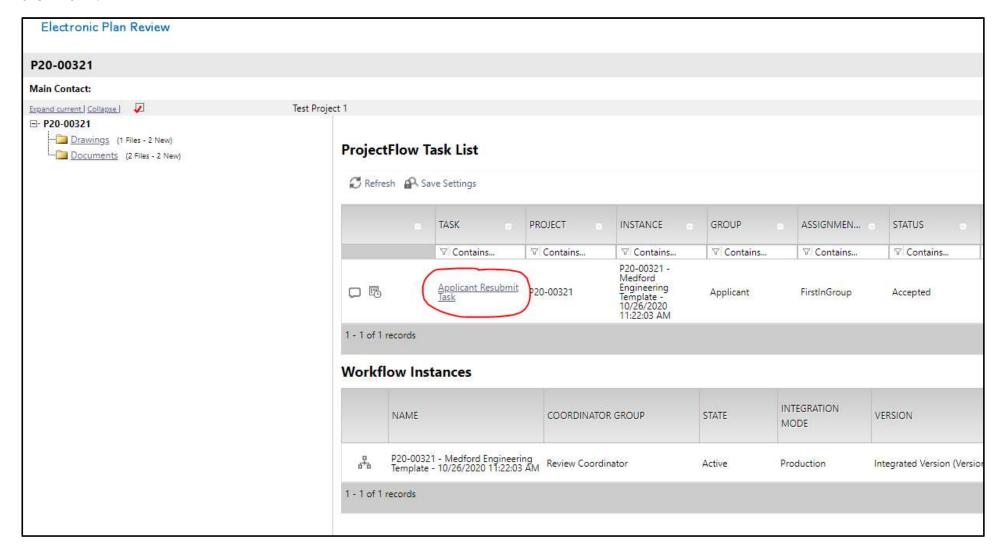
Even if the Applicant has uploaded revised files and has responded to Changemarks, the project will not be submitted for the next review cycle until the "Applicant Resubmit Task" is completed.

NAVIGATE TO THE PROJECT – To open the project screen, click on the project number in the "PROJECT" column on the "Tasks (PF)" tab or the "Projects" tab.

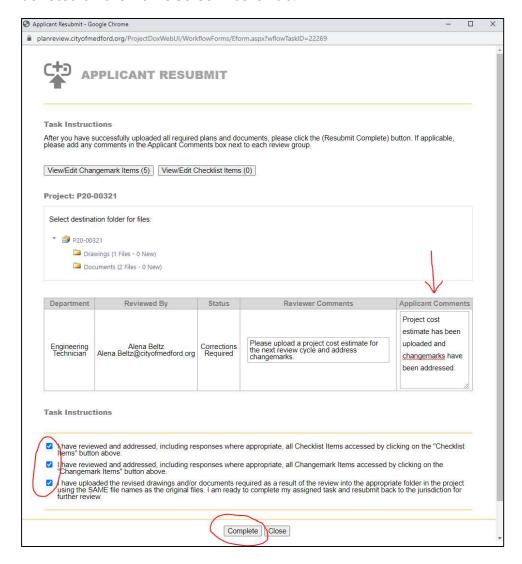




<u>OPEN "APPLICANT RESUBMIT TASK" E-FORM</u> – Make sure that pop-ups are enabled and then click on the "Applicant Resubmit Task" to open the E-Form.



<u>COMPLETE "APPLICANT RESUBMIT TASK"</u> – Once the e-form is open, the Applicant can add comments in the "Applicant Comments" field addressing each "Reviewer Comment". Then the Applicant needs to check each box indicating that they have completed the appropriate activities. Once the check boxes have been selected, then the "Complete" button can be clicked. Once this is done, the project will no longer be listed on the Home Screen Tasks Tab.



<u>VERIFY THAT THE "APPLICANT RESUBMIT TASK" IS COMPLETE</u> – The City of Medford will not be notified that the project plans and documents are ready for the next review cycle until the "Applicant Resubmit Task" has been completed. To verify that this task is complete, check to make sure the task is no longer shown on the project screen and/or the project is no longer be listed on the Home Screen Tasks Tab.

